



Europass Curriculum Vitae

Personal Information

First name Surname **Elisa Bellini**
 Address **Via Canfanaro, 7 – 30174 Mestre Venice**
 Telephone numbers 3389034018
 E-mail address elisabellini95@gmail.com
 Nationality Italian
 Date of birth 12 December 1995
 Sex Female

Work Experience

Date 1) From 27 June 2016 to 29 July 2016
 2) From 14 July 2014 to 21 November 2014
 Occupation or position held 1) General Secretariat: switchboard operator; data entry on excel.
 2) Image editing using Adobe suite (Photoshop, Illustrator, Indesign), in care of invoice storage process
 Name and address of employer 1) Marco Mannino
 Via mestrina, 62/b Mestre
 2) Futura snc, di Liberalato Diego & C.
 Via 13 Maggio - 30030 Martellago (VE)
 Type of business or sector 1) Condominium administration and work assistance
 2) Typographic company

Education and qualification awarded

Date 2015 - 2018
 Type of qualification Secondary School Diploma
 Main subjects covered or skills acquired Business Administration
 Name and address of organisation providing education and training Luigi Luzzatti Institute
 Level of qualification
 Date 2009-2013
 Type of qualification Graphic Operator qualification: printing and preparation - Pre-press
 Main subjects covered or skills acquired Graphic workshop: Adobe suite, Drawing
 Name and address of organisation providing education and training Salesian San Marco Institute

Personal skills and competences

Mother tongue Italian
 Other languages English, French

Self-assessment

	Understanding		Speaking	
	Listening	Reading	Spoken interaction	Spoken production
English:	B1	B1	B1	B1
French:	A2	A2	A2	A2

Computer skills	Good capacity to use Office package and Adobe suite, Ebridge billing program
Artistic skills	Good ability in using drawing equipment
Driving licence	B

Venezia-Mestre,

Student's signature (if over 18) or parent's signature (if under 18)

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I hereby allow my personal details to be handled fairly by companies, societies and any organizations which cooperate with You, respecting my right to privacy.

Besides I authorize to use my personal details also by electronic ways and/or automated equipments to link the details with those of other people, according to quality and quantity criteria.

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Student's signature (if over 18) or parent's signature (if under 18)
